



# LOS ANGELES COUNTY COMMISSION ON HIV

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## EXECUTIVE COMMITTEE MEETING MINUTES September 26, 2016

Approved  
11/28/2016

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMMISSION STAFF
Bradley Land, Co- Chair	Al Ballesteros, MBA	Jason Brown	Cheryl Barrit, MPIA
Ricky Rosales, Co-Chair	Joseph Cadden, MD	Katja Nelson	Dina N. Jauregui
Kevin Donnelly	Aaron Fox	Thomas Puckett	
Michelle Enfield	Grissel Granados, MSW	James Stewart	
Juan Rivera	Anthony Mills, MD		<b>DHSP STAFF</b>
Kevin Stalter	Will Watts, Esq.		Mario Pérez
	Terrell Winder		

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 9/26/2016
  - 2) **Minutes:** Executive Committee Meeting Minutes, 7/25/2016
  - 3) **Policy/Procedure:** # 08.3107: Consumer Definitions
  - 4) **Handout:** Department of Health, Housing for Health webpage printout of the "About Us" section
  - 5) **Agenda:** Los Angeles County Commission on HIV New Member Orientation Agenda for October 13, 2016
  - 6) **Agenda:** Draft of the Los Angeles County Commission on HIV Annual Meeting Agenda
  - 7) **Budget:** Los Angeles County Commission on HIV PY 26 Operational Budget (March 2016 – February 2017)
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1. **CALL TO ORDER:** Co-Chair Bradley Land called the Executive Committee meeting to order at 1:05 p.m. at the Los Angeles County Commission on HIV Office (COH). Mr. Stewart clarified that despite not meeting quorum today, the Co-Chairs may take reports and refrain from taking any decisions on the motions.
  2. **APPROVAL OF THE AGENDA:**  
**MOTION # 1:** Approve the Agenda Order (*Postponed*).
  3. **APPROVAL OF THE MEETING MINUTES:**  
**MOTION # 2:** Approve the 7/25/2016 Executive Meeting Minutes (*Postponed*).
  4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** No comments were provided.
  5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):**
    - Mr. Donnelly indicated that he attended the 2<sup>nd</sup> Annual LGBT Health Conference sponsored by LA Care Health Plan last weekend. It was more of a training for people on how to care for special populations. It reminded him of COH's special population guidelines that were developed by the Standards and Best Practices Committee.
    - Mr. Puckett asked if anyone can attend the conference. Mr. Donnelly replied that all are welcome to attend the LGBT annual conference.
    - Ms. Enfield reported that she attended the Kaiser Permanente LGBT Conference last week and it was also geared towards the same population as well.
  6. **DIVISION OF HIV AND STD PROGRAMS (DHSP) REPORT:**
    - **Mr. Pérez provided the following updates:**
      - Mr. Pérez acknowledged that his office has received the requests for LRP program data from the PP&A Committee and a speaker from DHSP for the Transgender Health Summit. He will ensure to provide that information to COH.
      - The Comprehensive HIV Plan (CHP) is due to the CDC and HRSA on Friday, September 30, 2016. He is looking forward to submitting it before the deadline.

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- Medical Care Coordination Expansion - Letters of interest have gone out to about 2,000 potential non-Ryan White medical clinics which serve a significant number of HIV-positive patients under their care as confirmed by HIV surveillance data. He is looking forward to hearing responses from those clinics.
- Ryan White (RW) & CDC Grant Applications:
  - RW and CDC Grant applications are DHSP's high priorities at this time. DHSP staff are in the process of reviewing all those applications. He looks forward to the Commission input in those grant applications.
  - DHSP will have internal conversations regarding the future of the Health Education/Risk Reduction program portfolio. Those are contracts that are largely funded through the CDC Prevention Cooperative Agreement. DHSP aims to support programs that are having the greatest impact on preventing new HIV infections. Methods to support these programs are still being developed and staff are reviewing the impact and overall performance of HERR services. An addendum to the City of Long Beach HIV/STD Prevention Services RFP was released last week.
  - The deadline was extended last week to allow agency partners to put forth the most responsive applications with the hope of receiving a significant response in terms of reach, depth and breadth of HIV/STD services in the City of Long Beach, which shoulders an overwhelming proportion of HIV/STD in SPA 8.
  - DHSP has successfully secured a redirection of CDC RFA PS151506 funds to fully support the biomedical intervention efforts. This will enhance biomedical prevention access countywide, with the addition of community-based sites, plus four existing health clinics, plus three more that will be added in Torrance, Pomona and MLK. DHSP will have 20 different biomedical prevention sites.
- Ms. Barrit asked if the redirection of funding is effective immediately. Mr. Pérez responded that with the final approval they received, they are effective immediately.
- Mr. Rivera asked what selection criteria was used to determine which clinics were to receive the letters of interest. Mr. Pérez indicated they went to medical clinics that were ranked by the number of patients in that clinic. For instance, Kaiser Permanente, Cedars-Sinai, and many other clinics with high number of patients that serve people with HIV were selected.

### 7. EXECUTIVE DIRECTOR'S REPORT:

#### A. Motion #3: PY 26 Commission Operation Budget: *(Postponed)*

#### B. Office of AIDS (OA) Monthly Reporting:

- Ms. Barrit indicated that she heard the Commissioners' concerns regarding the relationship between OA and COH and has taken the several actions in an effort to build a better rapport. She has been coordinating with OA's staff preparing for Commission meetings to ensure they anticipate questions from Commissioners.
- COH has been setting tighter deadlines for OA email their report in advance so that it can be included in the meeting packets.
- She also expressed that the Commission is very much interested in developing a positive relationship with OA.
- She explained to Ms. Majel Arnold that their role as a COH member is to: actively engage in discussions, provide the report, make themselves available for the entire duration of the Commission meetings, and to make an effort to attend the Annual Meeting. She also recommended that they attend in-person on a quarterly basis.
- She follows-up directly with Ms. Arnold on a regular basis to answer any questions or concerns that they might have and reports their concerns to the Executive Committee if necessary.
- ➡ Ms. Barrit suggested to follow-up with a formal letter from the Co-Chairs to OA articulating the COH's concerns with suggestions for improvement and collaboration.

#### C. October Colloquium Presentation:

- Ms. Barrit reported that COH staff are working with Dr. Spencer and Dr. Mills to have a presentation on the START Clinical Trials at the October 13 meeting of the COH.
- Dr. La Shonda Spencer will not be available for that day, but Dr. Tony Mills will be in attendance and will deliver the presentation.
- Ms. Barrit also indicated that she was able to secure a one-hour presentation from the Acute Communicable Disease Control Program (ACDC). She reminded members that this was a suggestion made at the previous meeting because there were many questions pertaining to the meningococcal disease and Shigella outbreak among MSMs. ACDC staff will cover multiple issues that are of interest to the MSM community and will feature the Immunization Program's effort to address the meningococcal disease outbreak and allow time for questions and answers.
- ➡ Ms. Barrit will meet with Dr. Franklin Pratt from the Immunization Program and assist with preparation for their presentation.

#### D. October OA California Planning Group (CPG) Meeting:

- Ms. Barrit informed members that Commissioner Juan Rivera is the Commission's representative to the CPG.
- She outlined that the next CPG meetings will be held in Southern California in Universal City on October 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup>.
- Last week, Ms. Barrit received an email from Dr. Mark and Majel indicating that they would like to attend the next Commission meeting on October 13<sup>th</sup> because they will already be in town to attend the CPG meeting that week. They requested to provide their report at the Commission meeting between 9:00 a.m. – 9:30 a.m. to accommodate their schedule.
- ➡ Ms. Barrit suggested adjusting the Commission meeting agenda to accommodate their request. COH staff will inform Commissioners' of OA's in-person attendance at the October 13 Commission meeting and encourage members to arrive

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early on October 13<sup>th</sup>. Ms. Barrit stated that if quorum is not reached at the beginning of the Commission meeting, the meeting will move forward and no decisions will be made on motions.

- Mr. Rivera provided a brief description of the CPG meetings. He described them as being roundtable discussions that allow members to express the needs specific to local planning bodies. He plans to reiterate that COH would like more participation, more real-time dialogue as oppose to just sending and reading a report.
- Mr. Donnelly asked if members of the public are able to attend CPG meetings. Ms. Barrit's response was in the affirmative. She also informed members that the draft agenda is already available on the OA's website.
- ➡ Ms. Barrit invited Executive Committee members to submit to her any specific questions they would like Dr. Karen Mark to address in advance for the October 13<sup>th</sup> meeting.

### E. November 10, 2016 Annual Retreat:

- A draft copy of the November Annual meeting agenda was disseminated to members today.

The retreat will be held at the Dorothy Chandler Pavilion. Assistant Executive Officer, Camille Townsend, will be introduced and make a few remarks. Ms. Barrit reminded members that at the last commission meeting, she reported that Ms. Townsend is her new boss. Ms. Barrit had a one-on-one meeting with Ms. Townsend to provide an overview of the COH and the important work the Commission is doing to address HIV/STD in Los Angeles County. Ms. Townsend is supportive of the work of the COH and recognizes the value of community planning.
- COH extended an invitation to Twila Kerr, Chief of Commission Services, to conduct the official oath of office for Commissioners. In the event that Ms. Kerr is unable to administer the oath, Ms. Townsend is willing to do that as well.
- Ms. Barrit will be highlighting key accomplishments, for the year. She wants to ensure that all of COH's work is recognized.
- ➡ Ms. Barrit reported that the team-building segment of the meeting, a recommendation from the previous strategic planning consultant for COH, will highlight the importance of relationship building among Commissioners. Ms. Barrit and Dawn McClendon will be meeting with riKu Matsuda, from the Commission on Human Relations to discuss his approach in facilitating this interactive part of the Annual Meeting.
- COH has confirmed Tim Vincent from the California HIV/STD Prevention Training as the speaker and facilitator for the session on addressing stigma and isolation. The discussion will include developing an initial framework for a stigma reduction plan, one of the key activities noted in the Comprehensive HIV Plan. Ms. Barrit indicated that DHSP will also be presenting and welcomed Mr. Pérez to provide changes to the title listed on the agenda for DHSP.
- ➡ It was suggested that Tim Vincent also address stigma on both sides of the spectrum, to include negative individuals as well.
- ➡ Mr. Donnelly also requested to allocate a time for the consumer caucus to conduct a presentation.
- Mr. Land asked whether the presentation on COH's accomplishments can serve as an annual report to the Board of Supervisors. Ms. Barrit responded in the affirmative.

8. **CO-CHAIR'S REPORT:** Mr. Land thanked committee members for all their hard work.

### 9. INTEGRATION ADVISORY BOARD (IAB) REPORT:

- Mr. Brown reported that the next meeting is set for Wednesday, September 28, 2016.
- Retired Judge Espinoza who has been appointed to the Office of Diversion and Reentry (ODR) will be a guest speaker.
- A diversion and re-entry committee is in the process of being formed.
- Mr. Pérez encouraged members to watch a one-hour documentary by Lisa Ling the LA County jail system. One key highlight is that 24% of inmates have some form of mental illness. DHSP invested \$2 million (FY 14-15) on jail based HIV/STD programs. The documentary provides important insight on community planning.
- ➡ Mr. Stalter recommended that the documentary be presented at the December meeting of the COH.

### 10. STANDING COMMITTEE REPORTS:

#### A. Planning, Priorities and Allocations (PP&A) Committee:

- Ms. Enfield reported that the PP&A Commissioner invited Libby Boyce from the DHS Housing for Health Program (HFH) to help inform the priority setting and resource allocation process. Ms. Barrit commented that Ms. Boyce provided good information that can be used by PP&A to make recommendations.
- Ms. Barrit reported that she meet with Dr. Green and Pamela Ogata from DHSP to prepare for the October meeting to determine what kinds of materials will be needed for the housing services allocation discussion.
- Ms. Barrit stated she is working with Dr. Green and Pamela Ogata in adjusting the PP&A timeline to ensure that there is available data for PP&A to discuss.
- Mr. Pérez commented that when COH engages with HOPWA partners, past conversations have pertained only to meeting the housing needs of PLWH. Now, for the first time, they are extending housing services to people who are HIV negative.

#### B. Standards and Best Practices (SBP) Committee:

- Ms. Barrit reported that Ms. Granados, who is presently at the Presidential Advisory Council on HIV/AIDS meeting in Washington DC, will provide a full report at the Commission meeting on October 13th.
- ➡ Ms. Barrit mentioned that the SBP Committee has been working on the reviewing the Continuum of Care (CoC) framework better articulate prevention now that the COH is an integrated prevention and care planning body. At the last Consumer Caucus, Ms. Granados solicited feedback on the CoC. The SBP Committee will take the feedback from the Consumer Caucus

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to refine the CoC framework. SBP will also be updating three standards of care: the substance abuse treatment, substance abuse residential, and transitional case management. These three standards were selected because they were developed in 2005, but never made it to the final approval process. Ms. Barrit wishes to complete them to comply with HRSA's regular updates, in collaboration with DHSP. The continuum of care will be a good tool to utilize in updating the standards of care.

➡ An agenda item for the next SBP meeting will include a review of the service standards for housing.

### C. Operations Committee:

#### (1) Policies and Procedures:

➡ **Motion # 4:** Policy # (TBD): Non-Commissioner Committee Member Appointments and Application. *(Postponed)*.

➡ **Motion # 5:** Policy #08.1104: Co-Chair Elections and Terms *(Postponed)*.

➡ **Motion # 6:** Policy #08.3107: Consumer Definitions *(Moved to the 10/13/16 Commission Meeting)*

➡ Mr. Land indicated that Motion 6 will be moved to the next Executive meeting. Mr. Stewart also suggested to move it to the Commission meeting even if there is no vote today.

- Mr. Stalter summarized the changes for Motion 5, Co-Chair Elections and Terms
  - For the Commission Co-Chair elections, in particular the HIV positive seat, the Operations Committee discussed whether or not to add the word "unaligned". The Committee opted to add language that encourages unaligned consumer to seek leadership roles and run for one of the Co-Chair seats. Mr. Stalter also reported that the Operations Committee had a discussion regarding term limits for the Co-Chairs, the Commission, and possibly the Committee co-chairs. The Operations Committee settled that the Co-Chairs should be limited to two 2-year consecutive staggered terms, for a total of four years in leadership role. Mr. Stalter requested feedback on this topic from the Executive Committee members.
  - Mr. Donnelly indicated that the main reason the term limits was brought up was because there is a need to allow for new leadership to emerge. He encouraged mentorship from the more seasoned members of the Commission.
  - Mr. Stewart cautioned against term limits when there is a fixed membership. He has seen too many cases where you run out of many qualified people real fast. He reminded members that they can do a consecutive or lifetime term limit, which means that they may serve in a co-chair role twice. Two consecutive terms is more doable, but he believes that given the level of sophistication for commission Co-Chairs, it is best to refrain from putting a lifetime ban. He believes a two-consecutive term works better. He clarified the differences between a two-consecutive term and a two year limit. In a two term limit, there is no need to indicate a two-consecutive term. Two consecutive terms allow a commissioner to reapply for membership. Two terms means a lifetime ban.
  - Mr. Stewart recommended to approach the term limit changes and discussion with caution.
- ➡ The Operations Committee will continue discussion on term limits.

#### (2) Membership Management:

- Mr. Stalter reported on Membership Management. Currently COH has filled 46 out of its 51 seats. A current alternate was interviewed today and she will be placed on the Operations and Executive Committee agendas for full membership approval for next month.

#### (3) Membership Drive and Recruitment:

- Mr. Stalter indicated that the application for the unaffiliated SPA 1 seat was received but the packet was incomplete. Ms. Barrit has reached out to the applicant to submit a complete application. The Operations Committee is in the processes of recruiting for the Long Beach, Medi-Cal, and Board Office #3 seats. Ms. Barrit reported that the COH has identified a Long Beach representative and is waiting for the application to be submitted. The Medi-Cal seat continues to be a challenge.

#### (4) Training and Orientation

- Ms. Barrit explained the Member E-Manual. Materials will be placed on a flash drive and will be disseminated to Commissioners at the October 13<sup>th</sup> COH meeting. The flash drives will be numbered and assigned to each Commissioner. Whenever new materials need to be updated, Commission staff will collect the flash drives will be collected and updated with the correct information. The flash drives are for official COH business use only and are properties of the County.

#### ▪ Assessment of Administrative Mechanism (AAM)

- Ms. Barrit provided an update on the status of the consultant for the Assessment of Administrative Mechanism (AAM). Last year, Dawn McClendon collaborated with Dr. Green from DHSP to work on the RFP for the AAM. Ms. Barrit has been working with the Executive Office to process and assess the bids for the project.
- COH staff received and reviewed two proposals, one agency is from Chicago and one is located in the Los Angeles area. The local consultant was lower in cost and has previous experience conducting an AAM review in Los Angeles County.
- Ms. Barrit indicated that once the consultant is onboard, the consultant will conduct a training and overview on the purpose of the AAM to all commissioners.
- She recommended that the agency located in Los Angeles be selected for the AAM project.

### D. Public Policy Committee:

The committee did not meet. No report was provided.

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### 11. CAUCUS REPORTS

#### A. Consumer Caucus:

- Mr. Donnelly reported that Ms. Barrit has coordinated a presentation on HIV and Aging for the October 13, 2016 meeting. The meeting will be held for 90 minutes to allow time for the presentation and for the caucus conversations.
  - It was suggested that the meeting be recorded for members who will not be able to attend.
- Ms. Barrit reported that the feedback from the consumers regarding the continuum was that they felt that a better integration of all the social determinants was needed. In the previous model, that was a separate framework.

#### A. Transgender Caucus:

- Ms. Enfield reported that they are continuing their planning process for the Transgender Summit, to be held on Tuesday, November 15, 2016 from 8:30 a.m. to 4:30 p.m. at St. Anne's. The Summit is open to the public.
- ➡ The information will be emailed.
- Their next meeting is set for October 3, 2016.

#### B. Youth Caucus: The caucus did not meet. No report was provided

#### C. Women's Caucus:

- Ms. Barrit reported that the Women's Caucus met a week ago and reviewed the work plan (goals and objectives) under the CHP.
- Ms. Barrit challenged Caucus members to take a look at specific objectives and activities that they would like to champion so that their work is related to the overall function of the Commission.
- Ms. Barrit plans on engaging all the Caucuses in the same discussion. She wants to ensure that all of the caucuses are active in the implementation of the CHP.

### 13. NEXT STEPS:

#### A. Task/Assignment Recap:

- ➡ **Motion # 6:** Policy #08.3107: Consumer Definitions (*Moved to the 10/13/16 Commission Meeting*)

#### A. Agenda Development for Next Meeting:

- ➡ Ms. Barrit recommended to move the approval of the PY 26 Operational Budget (March 2016 – February 2017) to the next Executive Committee meeting. COH staff consulted with Dave Young from DHSP and the key staff from the Executive Office in developing the operational budget.

### 14. ANNOUNCEMENTS: None provided.

### 15. ADJOURNMENT: The meeting adjourned at 2:05 PM.